

Sigma Theta Tau
Pi Mu Chapter at Large Board Meeting
September 13, 2007
Judith Rocchiccioli Home

Attendance: Linda Hulton, Karen Jagiello, Laura Yoder, Jeanne Pitsenberger, Donna Trimm, Claudia O'Neil, Susan Brooks, Arlene Wiems, Carroll Ward, Kathy Floyd, Oliva Le, Kelsey Miller, Angie Jewell, Ben Beitzel, , Renee Lehman, Eun Ae Kim, Anne Nouchone Chanthachaem, Julia Disbrow, and Tenaya Hanthke.

Meeting called to order at 7:00 PM by Linda Hulton.

Welcome was given by Linda Hulton followed by everyone introducing themselves. Minutes from June 19, 2007 were reviewed and accepted.

New Business

Linda Hulton clarified that Judy Matthews and her self will be attending the Biennial STTI convention in Baltimore in November. Carroll Ward stated she is planning to attend if possible. There will also be a conference call on Wednesday, Sept. 19th at 7PM for the region, where the future vision for STTI would be discussed. Linda invited all to attend.

Linda asked for any other announcements.

Linda introduced Susan Brooks, who will chair the newsletter. A review of new leaders followed:

Board of Directors/Committee Chairs 2007-2008

Judith Matthews <i>President</i> Term 05-08	AMC Community Leader	W: 332-4907	jmatthews@augustamed.com
Linda Hulton <i>President-Elect</i> Term 07-08	JMU Faculty	W: 568-6883	hultonlj@jmu.edu
Vacant <i>Vice President/EMU</i> Term 07-08	EMU Faculty		
Ann Hershberger <i>Vice President/EMU</i> <i>Mentor</i> Term 07-08	EMU Faculty		hershbea@emu.edu
Lisa Fracher <i>Vice</i> <i>President/Community</i>	AMC Community Leader	H: 885-7362	chrisf@cfw.com

Nena Patterson <i>Vice President/JMU Mentor</i> Term 07-08	JMU Faculty	H: 434-985-7051 W: 568-3418	patternj@jmu.edu
Kathy Floyd <i>Vice President/JMU</i> Term 07-09	JMU Faculty	W: 568-2751	floydkl@jmu.edu
Sandy Kreider <i>Treasurer</i> term: 06-08	Community Leader	H: 828-3117	sankre@adelphia.net
Donna Trimm <i>Secretary</i> term: 06-08	JMU faculty	W: 568-8899	trimmdm@jmu.edu
Claudia O'Neil <i>Faculty Counselor & Eligibility Co-Chair Governance/JMU Mentor</i> term: 07-08	JMU Faculty	H: 885-6109 W: 568-2765	oneillcx@jmu.edu
Karen Jagiello <i>Faculty Counselor/JMU</i> Term 07-09	JMU Faculty	W: 568-2287	jagielkp@jmu.edu
Laura Yoder <i>Faculty Counselor/EMU Governance</i> Term 06-08	EMU Faculty	W: 432-4193	laura.yoder@emu.edu
Jeanne Pitsenberger <i>Leadership Succession</i> term: 07-09	JMU faculty	W: 568-2152	pitsendj@jmu.edu
Susan Brooks <i>Newsletter</i>	JMU Adjunct Faculty	C: 540-255-9618	brookssg@jmu.edu

It was clarified that governance is Laura Yoder's responsibilities based on the bylaws.

Carroll Ward gave report for Denise Gouchenour regarding the recruitment fair. Denise is requesting someone to take on responsibilities of the recruitment fair for the future. Oct 10 from 10AM-2PM is the date and time. Carroll is now mailing to recruiters and students invitations. Mailings will go out tomorrow. The updated list for the healthcare recruitment fair includes Pt, OT, kinesiology, and health sciences.

Carroll Ward and other subcommittee members will be meeting on the 24th at noon in room 2117 to discuss plans for the fair. Carroll requested help from the students, who can assist vendors with their baggage and help them set up along with other activities. Carroll requested any ideas to let Denise know. Laura Yoder suggested

sending a sign up sheet for EMU participants. This is considered a major fund raiser for our chapter. The cost is \$100 for the vendor, which is cheap compared to other fairs. Included in the cost is one meal voucher worth \$10.00. Lee Ward, who has a career in academic planning and has soft ware that will check when e-mails are returned from vendors in response to the invitations. Lee has offered to set this up.

Treasurers Report/Finance Report: Arlene Weins said the auditor requested explanation about the modification of the budget for the conference. The question was asked why was the amount for meetings doubled when it was local. Linda Hulton explained that the registration alone was \$500 and the conference is 5 days in length.

Arlene reminded everyone that an internal review was done by Susan Conaty-Buck, but it was time to do it again. She reviewed suggestions made by Susan. They included:

1. The income is too high for a nonprofit group such as ours, when it is considered service. Our income is high at 65% when the better business bureau says it should be only 35%.
 - a. We need to redefine our recruitment fair
 - b. Everyone needs to do better bookkeeping. We need to say what we bought and why.
 - c. People will need to write their invoices.
 - d. Need a separate check for tables at the event and not to include their personal expense for buying a ticket. Personal expenses must be kept separate from the chapter expenses. Must have separate receipts.
2. We have been carrying a \$13,000 surplus in our checkbook and must stop that. Sandy Kreider recommends that we keep 7,000 in checking and put the rest into two more CDs. With one for a 4 year term for \$6,000 and one a 5 year for \$7,000. We should renew the one we have. It matures this November.
3. Discussed scholarship for students who can't pay the dues.
4. Need committee to figure out how to use this money and bring back ideas to the board. Jeanne Pitsenberger said she would help Arlene and Sandy on this subcommittee.
5. It was decided to go ahead with the CDs investment now. Arlene will contact Sandy Krieger.
6. It was also suggested that a check over \$500 that is a previously identified and approved, expected, recurring charge be exempt from being co-signed. When one of these approved, expected, recurring charges over \$500 is paid that a detailed explanatory e-mail be sent to the president by the treasurer and then filed as a means to preserve integrity.

Induction Ceremony: Karen Jagiello and Laura Yoder presented plans for fall induction. All eligible students have received their invitations. Thursday there will be a Pi Mu pizza party, which is when many students then sign up once they

understand the significance of this invitation. Karen is working at increasing interest in the organization by way of a JMU bulletin board. Laura said there were poor returns at EMU, but there hasn't been a lot of communication with the students yet. The date for the induction ceremony is Oct 25 from 6 to 8:30PM at Martin Chapel at EMU. There was a request for induction ceremony speakers. Suggestions were made that included Connie Brennan, Karen Rose, and Donna Hahn. It was also suggested that faculty would need to participate as a speaker occasionally.

The nominees for induction have been approved by e-mail.

Diane Babral, RN, C, BA, Assistant Nurse Director for the Mental Health Center at RMH, was inadvertently left off the list of nominees as a community nurse leader. She was then approved by the board. There is a need to order more honor cords. Laura will order them. Arlene requested more clip boards for EMU when order is placed and for location of the display board. Laura Yoder has it in her office. A sign-up sheet was sent around for all who are requesting to purchase STTI cords (\$10 each). It was also voted and approved to donate \$75.00 to VNA Chapter 9 for the legislative dinner.

Newsletter: Susan Brooks will have her name placed on the website. Two newsletters per year are produced; one after fall induction and one after spring induction. Susan will take pictures. The JMU digital camera can be used.

Spring Induction: At the July board retreat it was decided to have a spring induction. This was raised as a concern, because not having enough people to run it. We were reminded it can be put into the bylaws for the faculty counselor's role, with one faculty counselor alternating each year to be in charge of the spring induction. Karen and Laura decided to try it this spring. Community nurse leaders will be encouraged to join in the fall. The names of students eligible must be presented at the January chapter meeting for approval by the board. It was decided that if less than 15 inductees are approved for the Spring Induction, the membership vote will still occur, but inductees will need to wait until the following Fall to walk through the ceremony. The planning committee will continue taking responsibility for the fall induction ceremony.

0800PM the meeting was adjourned.

Calendar: Next meeting is November 15, 2007 at 6:30 at JMU Blue Ridge Hall, Room 325.

Submitted by Donna Trimm, Secretary, Pi Mu at Large Chapter